



TANZA WATER DISTRICT

INFRASTRUCTURE AND EQUIPMENT PREVENTIVE MAINTENANCE
AND REPAIR CONTROL PROCEDURE

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Document No.	TWD-QP-AGS-011	Rev. no.	Ø

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Execution Date	Rev. No.	Revision Type	Change Description	Page Affected	Originator
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ISO Facilitator

General Manager

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Infrastructure and Equipment Preventive Maintenance & Repair Control Procedure

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1.0 OBJECTIVE

This procedure is established to provide a systematic process of maintaining the operational condition of the TANZA WATER DISTRICT infrastructures (buildings, pumping stations) and equipment (IT equipment, machineries, office equipment and devices, furniture and fixtures, appurtenances and other property, plant and equipment) including vehicles and transportation equipment, to prolong and maximize their life span and functionalities.

2.0 SCOPE

This procedure covers the preventive maintenance activities and repair of infrastructures and equipment of the TANZA WATER DISTRICT.

3.0 DEFINITION OF TERMS

- 3.1 Infrastructures – include buildings and pumping stations equipment
- 3.2 Equipment - IT equipment, machineries, office equipment and devices, furniture and fixtures, appurtenances and other property, plant and equipment including vehicles and transportation equipment.
- 3.3 PM – Preventive Maintenance. An activity to be carried out to prevent or lessen the occurrences of infrastructure and equipment malfunction.
- 3.4 PM Checklist – a report being accomplished by the concerned personnel upon execution of maintenance in the equipment.
- 3.5 AGSD – Administrative and General Services Division.

4.0 REFERENCE DOCUMENTS

- 4.1 Control of Documented Information Procedure
- 4.2 Equipment Commissioning Procedure
- 4.3 Procurement Control Procedure
- 4.4 Property Management Procedure

5.0 RESPONSIBILITY AND AUTHORITY

- 5.1 The Administrative and General Services Division shall be responsible to:

- 5.1.1 Plan and implement the preventive maintenance of TWD infrastructures and equipment.

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5.1.2 Facilitate repair of TWD infrastructures and equipment whether by concerned personnel or external service providers.

5.2 The Division Manager of AGSD shall be responsible ..

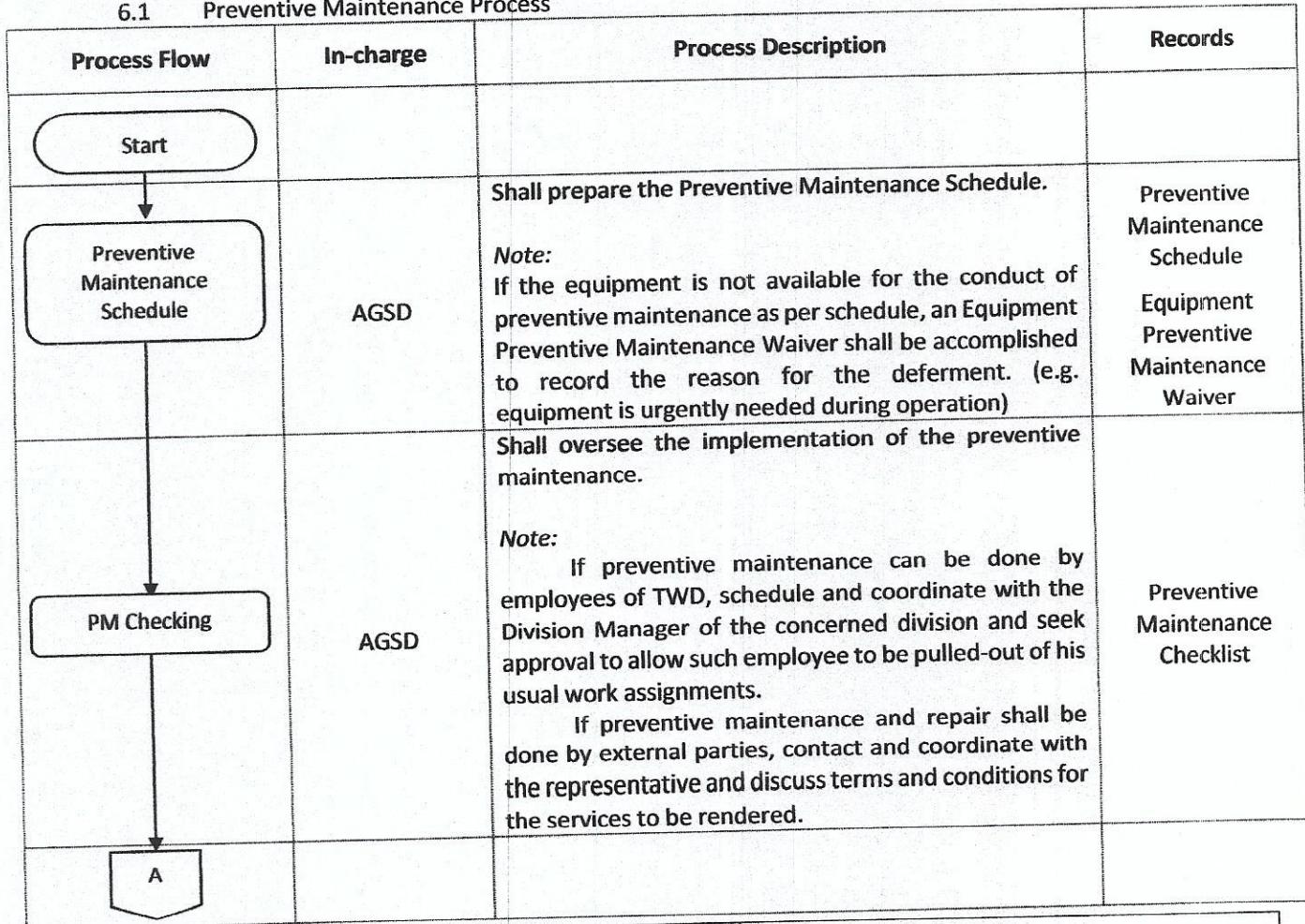
5.2.1 Analyze data/information regarding the condition of a particular equipment or appurtenances for the reliability of operation.

5.3 The General Manager shall be responsible for the approval of the final action to be taken regarding the condition of particular equipment and appurtenances.

5.4 The Division Managers of the concerned division who has the major responsibility over the assigned infrastructures and equipment shall be responsible for the actual conduct of preventive maintenance and repair whether by concerned personnel or external service providers.

6.0 PROCEDURE DETAILS

6.1 Preventive Maintenance Process



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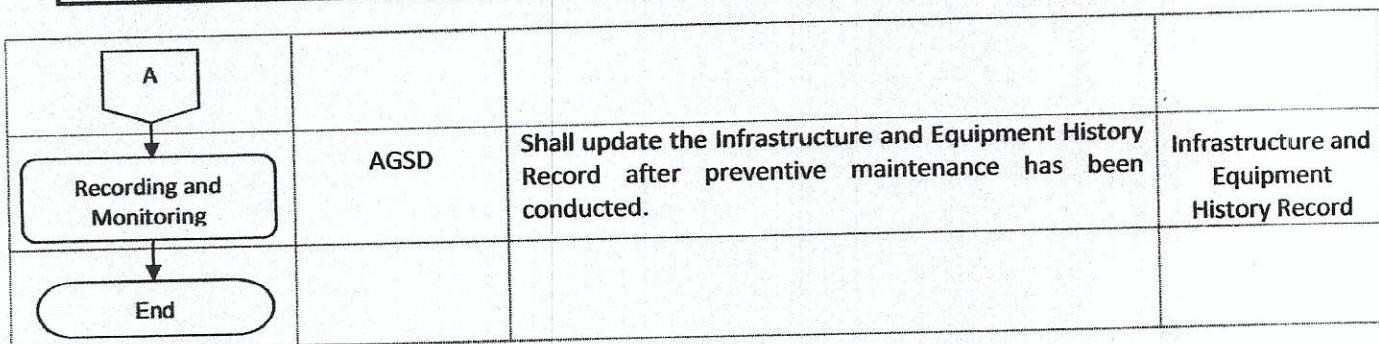
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6.2 Repair Control Process

Process Flow	In-charge	Process Description	Records
Start			
Notification	Concerned Division / Employees	Shall notify the AGSD about the problem or malfunction detected on a particular equipment using the Trouble Report Form.	Trouble Report Form
Pre-Inspection Repair	AGSD personnel	Shall conduct a Pre-Inspection on the particular equipment to determine the scope of work or kind of repair to be done.	Trouble Report Form
Conduct of Repair	AGSD personnel	Shall coordinate the necessary repair of the particular equipment to the employee who will conduct the repair and shall prepare an Accomplishment Report after the repair. Note: If the equipment has to undergo servicing from the external party, Service Report shall be accomplished.	Accomplishment Report or Service Report
Recording and Monitoring	AGSD personnel	Shall record all repairs on the Infrastructure and Equipment History Record.	Infrastructure and Equipment History Record
End			

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6.3 Reports

Reports	Frequency	Responsible
Infrastructure and Equipment History Record	As need arises; Printing of record - Annually	AGSD
Accomplishment Report	As need arises	AGSD

7.0 PERFORMANCE INDICATOR

- 7.1 The Preventive Maintenance Schedule is updated on an annual basis.
- 7.2 All infrastructure and equipment for preventive maintenance is served based on schedule.
 - 7.2.1 Infrastructure and equipment which cannot be accommodated shall have an Equipment Preventive Maintenance Waiver indicating the reason of the deferment and proposed schedule of preventive maintenance.
- 7.3 All Infrastructure and Equipment History Record are available and updated as need arises. They shall be printed annually for records purposes.

8.0 ATTACHMENTS AND FORMS

- 8.1 Form 1 – Preventive Maintenance Schedule
- 8.2 Form 2 – Preventive Maintenance Checklist
- 8.3 Form 3 – Infrastructure and Equipment History Record
- 8.4 Form 4 – Trouble Report Form
- 8.5 Form 5 – Equipment Preventive Maintenance Waiver
- 8.6 Form 6 – Equipment Accomplishment Report

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Tanza, Cavite

PREVENTIVE MAINTENANCE SCHEDULE

For the year _____

Updated as of: _____
Inspected by: _____

LEGEND:

D : Daily

W : Weekly

M : Monthly

Q : Quarterly

S : Semi-annually

A : Annually

Prepared by:

Noted by:

Approved by:

KAREN P. MAESTRADO
DMB-AGSD

Engr. MYRNA P. BOBADILLA
General Manager



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Tanza, Cavite

PREVENTIVE MAINTENANCE CHECKLIST

Equipment:

Location:

LEGEND:

D : Daily

W : Weekly

M : Monthly

Q : Quarterly

S : Semi-annually

A : Annually

- : Minor adjustments

✓ : Good Condition

x : Needs Repair

Inspected by:

Noted by:

Approved by:

JAY M. CUSTODIO
IRMA-A

KAREN P. MAESTRADO
DMB-AGSD



INFRASTRUCTURE AND EQUIPMENT HISTORY RECORD

Updated as of: _____

Equipment: _____
Model No.: _____

Location: _____

Prepared by:

Checked by:

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TROUBLE REPORT FORM

Date: _____
 Equipment: _____
 Model No.: _____

TRF No.: _____
 Location: _____

CONDITION OF EQUIPMENT: _____

Requested by: _____

Received by: _____

Immediate Supervisor: _____

Date Received: _____

PRE-INSPECTION REPORT

FINDINGS: _____

RECOMMENDATION: _____

Service by Internal Party

Service by External Party

Inspected by: _____

Date: _____

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EQUIPMENT PREVENTIVE MAINTENANCE WAIVER

Date: _____
Equipment: _____
Model: _____

EPMV No.: _____
Location: _____



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EQUIPMENT PREVENTIVE MAINTENANCE WAIVER

Date: _____
Equipment: _____
Model: _____

EPMV No.: _____
Location:

PROPOSED PREVENTIVE MAINTENANCE SCHEDULE	REASON FOR NOT SERVICING	TARGET DATE OF SERVICING
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Signature:	Prepared by:	Acknowledged by:
Printed Name:		
Designation:		
Date:		



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Tanza, Cavite

EQUIPMENT ACCOMPLISHMENT REPORT